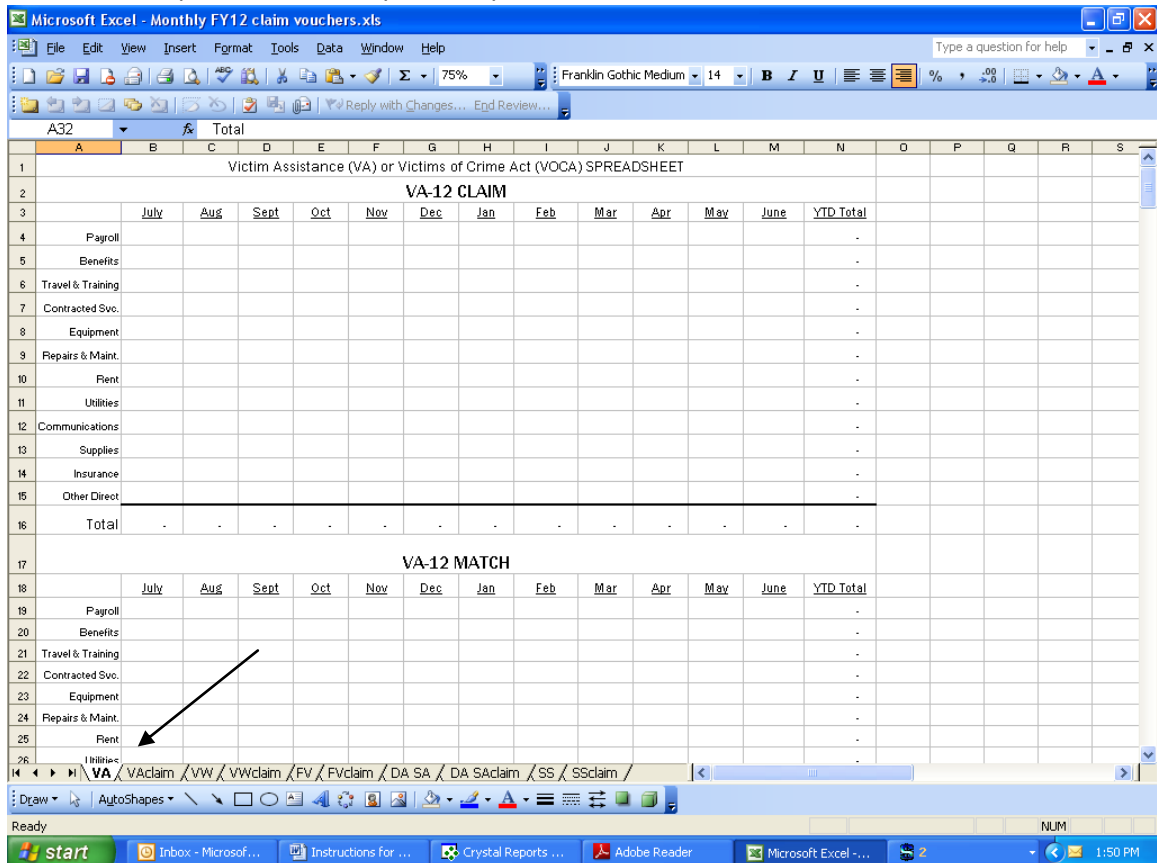


Iowa Department of Justice  
**Attorney General's Office**  
**Crime Victim Assistance Division (CVAD)**  
**Claim Voucher Instructions**

- Claim vouchers may be filed monthly or quarterly.
- Claims are due by the end of the following month.
  - If filing monthly; July claims would be due in our office Aug. 31<sup>st</sup>, August claims by Sept. 30<sup>th</sup>, etc.
  - If filing quarterly; July–Sept would be due in our office Oct. 31<sup>st</sup>; Jan-Mar would be due April 30<sup>th</sup>, etc.
- If your claims will be late, please notify your primary contact person or myself and let us know the circumstances.
- Match claims should be submitted quarterly, at a minimum. However, it may be easier to submit match on same time frame as reimbursement claims, especially if using DA or SA funds as your match.

Claim voucher forms are in Microsoft (MS) Excel. There is a separate MS workbook for monthly versus quarterly filers. Following are step-by-step instructions to prepare CVAD claims in MS Excel:

- Each fund has (2) separate tabs in lower left corner of screen, one for the spreadsheet and another for the actual claim voucher form. Click on the desired fund's tabs. (VA, VW, FV, DA/SA, SS)



- Enter claim amounts on respective funds' spreadsheet.
  - Each spreadsheet has formula totals so you do not have to manually compute column totals and row totals.
  - Year-to-date (YTD) totals are also formulas.

- Enter match amounts on bottom half of spreadsheet, if match is applicable.
- July amounts or July-Sept, if quarterly, will transfer automatically to the claim voucher form, as the claim voucher form is linked to this spreadsheet.
  - This link or formula will need to be updated when next claim is submitted.
  - Directions for changing formula are below.
- Enter Program Name, Address, etc.... at top of claim before submitting first claim of the contract period.
- Enter your program's Vendor # at top of claim voucher.
- Enter Budget in first column
  - Total of budget column should equal award for each respective fund.
- Update month or quarter at top of claim voucher.
- Original of First Claim - Leave this bottom right corner blank for your first claim. I will e-mail this information to you after first claim is paid. Information in this section will not change during contract period, including date paid.

**Directions to change 'Claim' column formulas and links to spreadsheet:**

'CLAIM' columns on reimbursement and match sections are programmed to include spreadsheet amounts from July or First Quarter columns on spreadsheets. When you submit the next month or August, you will need to change the formulas on the claim voucher in the CLAIM column to pull the desired month from the spreadsheet. Below are step-by-step instructions to change this formula.

1. Click in the top cell or Payroll cell of the 'CLAIM' column
2. Click inside formula box (to the right of fx) and click before the letter - See screen shot below for location of formula box
3. Delete letter for prior month and type letter of column for month you are submitting – normally the next letter of alphabet. So, for the example below for the VA Victim Assistance or VOCA claim, you would delete the letter 'B' and type 'C'
4. Click ENTER
5. Then you will need to 'Copy & paste' updated formula from the top cell or payroll cell down to the rest of the expense categories in the column as follows:
  - Click in top cell of 'Claim' column (Payroll line)
  - Place mouse pointer in lower right corner of cell until you see a cross (+)
  - Click, hold, and drag formula down to last row before Total

Do this same procedure for the match 'claim' column, if submitting match. Steps 1 – 5 above will need to be done each month (or quarter) in order for correct month's information to transfer from spreadsheet to claim voucher form. Please also remember to change month (or quarter) at top of claim voucher form.

If you have any questions call or e-mail your primary VSS Program contact person with any questions.

Microsoft Excel - Monthly FY12 claim vouchers.xls

File Edit View Insert Format Tools Data Window Help

75% Franklin Gothic Medium

Reply with Changes... End Review...

E18 fx =VA!B4

	A	B	C	D	E	F	G	H	I	J	K	L
2					Iowa Department of Justice							
3					Crime Victim Assistance Division (CVAD)							
4					Claim Voucher							
6				Fund:	VA-12 Victim Assistance or VOCA							
7				Month:	July							
9			Program									
10			Address									
11			City									
12			E-mail									
13			Phone/Ext									
14			Vendor #									
16					<b>Reimbursement</b>					<b>Match</b>		
17			<u>Expense</u>	<u>Budget</u>	<u>Claim</u>	<u>YTD</u>	<u>Balance</u>			<u>Claim</u>	<u>YTD</u>	
18			Payroll		-	-	-			-	-	
19			Benefits		-	-	-			-	-	
20			Travel & Training		-	-	-			-	-	
21			Contracted Service		-	-	-			-	-	
22			Equipment		-	-	-			-	-	
23			Repairs & Maint.		-	-	-			-	-	
24			Rent		-	-	-			-	-	
25			Utilities		-	-	-			-	-	
26			Communications		-	-	-			-	-	
27			Supplies		-	-	-			-	-	
28			Insurance		-	-	-			-	-	
29			Other Direct		-	-	-			-	-	
30			Volunteers	Match only						-	-	

VA VAclaim VW VWclaim FV FVclaim DA SA DA SAclaim SS SSclaim

Draw AutoShapes

Ready

start Inbox - Microsoft Out... Crystal Reports - [Au... Adobe Reader